

NOTICE TO BIDDERS
[EXAMPLE]

REQUEST FOR PROPOSAL NO. _____

The **Agency** will be receiving sealed proposals for
 Insert Project Title/Description

until **Insert Time** Local Iowa Time, **Insert Date** in the office at the address listed below. Late proposals will not be considered.

If the RFP requires a Vendors Conference, insert that information here (date, time, place, etc.).

If the RFP requires a mandatory Letter of Intent to Participate, insert that information here (date, time, etc.).

For information regarding this notice, contact issuing officer:

Insert Issuing Officers Name

Insert Agency Name

Insert Agency Address

Insert City, State and Zip Code

Insert Issuing Officers Telephone

Insert Issuing Officers Fax

Insert Issuing Officers E-mail Address